



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5050.5B  
COS

NOV 06 2014

COMBAT CENTER ORDER 5050.5B

From: Commanding General  
To: Distribution List

Subj: AFTER ACTION, TRIP REPORT, AND BACK-BRIEF REQUIREMENTS FOR  
CONFERENCES, WORKING GROUPS, SUMMITS, TEMPORARY ADDITIONAL DUTY  
TRIPS, AND OTHER MEETINGS

Encl: (1) After Action/Trip Report Template

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) personnel attend a variety of conferences, working groups, summits, and other meetings that impact the Marine Corps as a whole and, more importantly, involve MAGTFTC, MCAGCC equities. This Order formalizes the process for MAGTFTC, MCAGCC representatives to inform the Commanding General (CG) of significant issues/decisions that will impact MAGTFTC, MCAGCC.

2. Cancellation. CCO 5050.5A.

3. Mission. This Order outlines the responsibilities of MAGTFTC, MCAGCC representatives at conferences, working groups, summits, and other meetings not hosted by the MAGTFTC, MCAGCC in order to inform the CG as well as other applicable staff sections of the impact to the command and/or the Marine Corps.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Personnel who represent or speak on behalf of the Combat Center or the CG will provide a written report of all conferences, working groups, summits, and other meetings not hosted by the MAGTFTC, MCAGCC within seven days of the conclusion of the event.

(2) Concept of Operations. The CG will review the written report and determine the necessity of a face to face back-brief and further discussion. Enclosure (1) contains a sample template for an after action or trip report. Classified material will be handled by hard copy, as appropriate.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers-In-Charge

(a) Ensure personnel are aware of and comply with this Order.

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(b) If attendees are speaking on behalf of the Combat Center or CG, MAGTFTC, MCAGCC, provide the CG the opportunity to review the agenda and provide guidance to attendees well in advance of the meeting.

(c) Ensure attendance at back-briefs by the impacted commanding officers and other staff members, where appropriate.

(d) Screen all Temporary Additional Duty (TAD) trips for compliance with this policy prior to authorizing travel.

(e) Route the after action/trip report via the proper chain of command and the G-1 Adjutant section within seven days of the completion of the meeting.

(2) Aide-de-Camp

(a) When directed, coordinate and schedule back-briefs with the CG for conferences, working groups, summits, and other meetings not hosted by MAGTFTC, MCAGCC.

(b) Receive classified after action/trip reports where applicable.

(3) Action Officer Attendees

(a) Advocate the CG's position by knowing his intent before scheduled meetings.

(b) Communicate key and contentious issues with the chain of command.


(c) Submit after action/trip report in a timely manner.

5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all personnel under the cognizance of the CG, MAGTFTC, MCAGCC.

b. Signal. This Order is effective the date signed.

  
J. B. HANLON  
Chief of Staff

Distribution: A

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## After Action/Trip Report Template

**UNITED STATES MARINE CORPS**  
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MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

5050  
ORG CODE

From: Rank, Name, Billet, Command/Section

To: Commanding General

Subj: AFTER ACTION/TRIP REPORT ON CONFERENCES, WORKING GROUPS, SUMMITS,  
TEMPORARY ADDITIONAL DUTY TRIPS, AND OTHER MEETINGS

Ref: (a) as applicable

Encl: (1) as applicable

1. Purpose. State the reason for MAGTFTC, MCAGCC attendance.
2. MAGTFTC, MCAGCC Traveler(s). By grade and name.
3. General Officers present. By command, grade, and name.
4. Other Attendees. By command, grade, and name.
5. Itinerary. List location(s) of meeting, inclusive dates of meeting, and bullet list of key topics/issues discussed.
6. MAGTFTC, MCAGCC Costs:
7. Discussion. Provide background, status, and way ahead.
  - a. General Officer positions/decision.
  - b. Other positions/decisions made and who made them.
  - c. Impact to MAGTFTC, MCAGCC.
  - d. Points of agreement.
  - e. Areas of contention.
  - f. Pending MAGTFTC, MCAGCC actions/follow-on meetings.
  - g. Recommended MAGTFTC, MCAGCC follow-on actions.
8. Conclusions/Recommendations. State recommended Commanding General, MAGTFTC, MCAGCC action.

[SIGNER]

Enclosure (1)